



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

5 April 2016

MEMORANDUM FOR ALL AIR FORCE RESERVE MEMBERS

FROM: AF/RE
1150 Air Force Pentagon
Washington, DC 20330-1150

SUBJECT: Air Force Reserve Policy Guidance on Official Signature Blocks

In the November 2015 update of AFH 33-337, *The Tongue and Quill*, additional guidance was added regarding signature blocks. In particular, it highlights that Air Force Reserve members should follow command guidance regarding the use of "USAF" and "USAFR."

Therefore, effective immediately, all uniformed Air Force Reserve Airmen (e.g., Traditional Reservists, Individual Mobilization Augmentees, Air Reserve Technicians, and Active Guard Reserve members) will utilize "USAF" in official signature blocks, for official use only, regardless of their duty status. Air Force Reserve members should continue to use the "USAFR" designation in biographical materials and for off-duty activities, in accordance with DoD 5500.7-R, *The Joint Ethics Regulation*, and AFI 51-902, *Political Activities By Members of the US Air Force*.

Please direct any questions regarding this policy guidance to AF/REPP, Maj Christopher Torres, at 703-614-0712 (DSN 224).

A handwritten signature in black ink, appearing to read "J. F. Jackson", is positioned above the name of the signatory.

JAMES F. JACKSON, Lt Gen, USAF
Chief of Air Force Reserve